

DC OFFICE OF CONTRACTING AND PROCUREMENT

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# DC BUYS

REVERSE VENDOR TRADE FAIR

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**Benefits of Becoming a  
Certified Business  
Enterprise and Joining  
the DC Supply Schedule**





## **Certified Business Enterprise (CBE) Program**

441 4th Street, NW, Suite 850N Washington, DC 20001 • [www.dslbd.dc.gov](http://www.dslbd.dc.gov)



# Agency Mission

The **Department of Small and Local Business Development (DSLBD)** supports the development, economic growth, and retention of District-based businesses, and promote economic development throughout the District's commercial corridors.

## **DSLBD envisions a business environment which:**

- DC businesses are connected in real-time with local, federal and global business opportunities;
- Small businesses can navigate government quickly, confidently, and effectively;
- Every entrepreneur and small business with a great idea and a great plan has the capital to make it happen.



A small business inclusion program that helps  
your business compete for DC government contracts.



# Certification Division

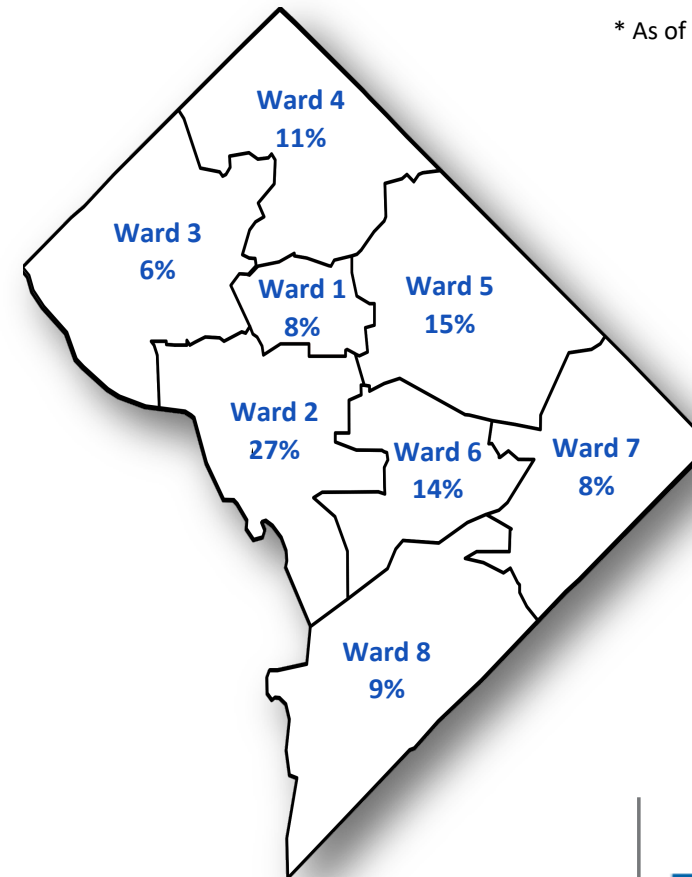
DSLBD evaluates businesses headquartered in the District to determine eligibility for Certified Business Enterprise (CBE) status.

The District Government directs spending to CBEs, which in turn, supports and contributes to job creation and the city tax base, strengthening the local economy.

The CBE Program provides contracting preference for local businesses so they can better compete in contract and procurement opportunities with DC Government.

## PERCENTAGE OF CERTIFIED BUSINESS ENTERPRISES BY WARD\*

\* As of 3/12/19



DSLBD Presentation



# CBE Certification Categories

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points or 12 percent** can be applied toward any contract award. In evaluating requests for bids (RFB), contracting personnel apply a **percentage reduction in price** according to CBE designation. In evaluating requests for proposals (RFP), contracting personnel apply **points to proposal evaluations** according to CBE designation. DSLBD also certifies joint ventures, which are project specific.

<u>Certification Categories</u>	<u>Preference</u>
<b>Local Business Enterprise (LBE)</b>	<b>2 or 2%</b>
Small Business Enterprise (SBE)	3 or 3%
Disadvantaged Business Enterprise (DBE)	2 or 2%
Resident Owned Business (ROB)	5 or 5%
Development Zone Enterprise (DZE)	2 or 2%
Longtime Resident Business (LRB)	5 or 10%
Veteran Owned Business (VOB)	2 or 2%
Local Manufacturing Business Enterprise (LME)	2 or 2%
<b>Joint Venture Certifications (JV)</b>	<b>Varies</b>



# CBE Local Business Definition

- Principal office physically located in the District;
- **Chief executive officer and highest level managerial employees of the business enterprise perform their managerial functions in their principal office in the District;**
- Meets **one of the four** following standards:
  - ☐ More than 50% of the employees of the business are residents of the District; or
  - ☐ The owners of more than 50% of the business enterprise are residents of the District; or
  - ☐ More than 50% of the assets of the business, excluding bank accounts, are located in the District; or
  - ☐ More than 50% of the business gross receipts are District gross receipts.

Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.



# Business Certification Process





Mayor Muriel Bowser

What are you looking for today?



☐ DC.gov ☒ dslbd.dc.gov

## Department of Small and Local Business Development

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[Business Opportunities](#) ▾

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### Get Certified



[New Applicants](#)

[Returning Applicants](#)

[CBE Certification FAQs](#)

[Joint Venture Certification](#)

[Enterprise Zone Finder](#)

### New Applicants

[New Applicants](#)

[CBE Certification FAQs](#)

[Enterprise Zone Finder](#)

[Returning Applicants](#)

[Joint Venture Certification](#)

### New DSLBD Enterprise System (DES) Launched!

Compatible with all commonly used browsers including Chrome and Safari!

Streamlined application process from 16 steps to 8 steps!

All new applicants for CBE Certification are required to [register in the new DES system](#). Please save the username and password you create as you will need this information when returning to the system to complete your application or start another application with the Department.

For Frequently Asked Questions (FAQs) about using DES, review the [DES FAQs](#).



[Sign Up Now](#)

Department of Small and  
Local Business  
Development



DSLBD Presentation



# DSLBD Contact Information

<http://dslbd.dc.gov>

[cbe.info@dc.gov](mailto:cbe.info@dc.gov)

[DES.Support@dc.gov](mailto:DES.Support@dc.gov)

202-727-3900





## **I'm Certified, Now What?!: Leveraging Your CBE Certification**

*Patricia Harrison*

*CBE Business Opportunities*

*June 14, 2019*



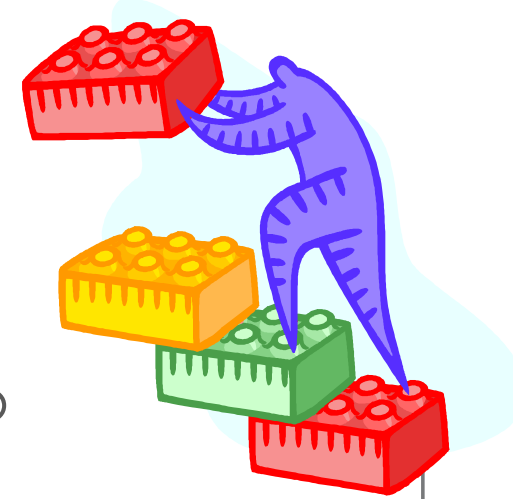
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# Business Development Success Factors

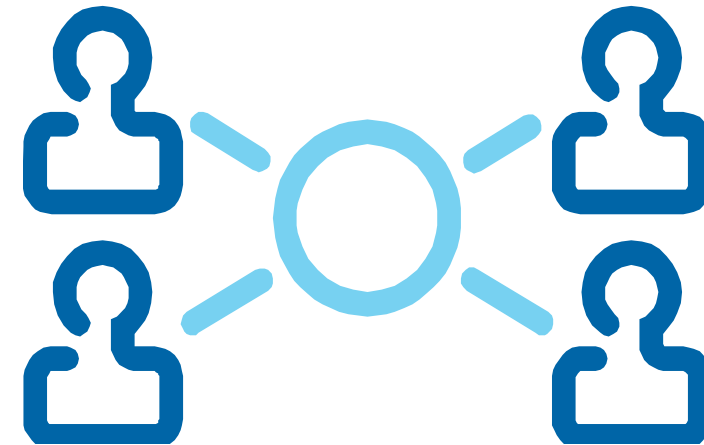
## Next Steps

- ❖ Assess your team's skill set/products/services
- ❖ Identify the agency(ies) you want to do business with
  - ✓ Register to be on the agency's distribution list
- ❖ Agency's needs
- ❖ Contracting officers
- ❖ OCP Vendor Workshop
- ❖ OCP DC Supply Schedule Workshop



# Business Development Success Factors

- ❖ Attend agency events/activities/pre-bid conferences
- ❖ Small business procurement conferences/events
- ❖ Networking
  - ✓ Seek a warm introduction
  - ✓ Deal with the decision makers
  - ✓ Ask, don't talk & ramble on
  - ✓ Manage the follow-up
  - ✓ Persistence
  - ✓ Keep excitement up



## Questions & Answers



# Business Development Success Factors

## Thank You!!

❖ Patricia Harrison

❖ Business Development Specialist

❖ CBE Business Opportunities

❖ 202.741.0806

❖ Cell: 202.664.7676

❖ [patricia.harrisona@dc.gov](mailto:patricia.harrisona@dc.gov)



DSLBD Presentation





**OFFICE OF CONTRACTING  
& PROCUREMENT**

# **District of Columbia Supply Schedule (DCSS)**

441 4<sup>th</sup> Street, Northwest  
Washington, DC 20001

# Mandatory Pre-Application Workshop

Before submitting a DCSS application, vendors must attend a mandatory Pre-Application Workshop. The monthly workshop gives certified vendors detailed instructions on how to complete the DCSS application.

The DCSS Pre-Application Workshop is held monthly, every 2nd Thursday of the month, at 441 4th Street, NW; Suite 700S from 10 AM - 12 PM

For additional information, please contact:

- James Webb at (202) 724-4021 or by email at [james.webb@dc.gov](mailto:james.webb@dc.gov)

# About OCP

The DC Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for selected agencies and offices in the District.

OCP manages the purchase of \$5.2 billion in goods, services and construction annually, on behalf of 78 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations, and monitoring the effectiveness of procurement service delivery. Procurement processing and management is executed by procurement professionals who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, and the surplus property disposition and re-utilization program. OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

# Our Mission

*The mission of DC Office of Contracting & Procurement is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.*

# A Partnership

OCP works in partnership with the Department of Small and Local Business Development (DSLBD) and the local business community to develop meaningful programs to benefit business owners and to promote economic development.

- One such program is the DC Supply Schedule (DCSS)

***Note:*** Only Certified Business Enterprises (CBEs) that have a Small Business Enterprise (SBE) certification are eligible to apply for the DCSS.

*In order to become a CBE, please visit [www.dslbd.dc.gov](http://www.dslbd.dc.gov)*

# About the DC Supply Schedule

- The DC Supply Schedule (DCSS), which was established in 2002, is the city's multiple-award schedule for providing commercial products and services to District government agencies.
- Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task orders or purchase orders against the schedule following DCSS procedures.
- OCP developed the DCSS, which is similar to the General Services Administration (GSA) multiple-award program, to assist in streamlining the purchase process.
- Currently, there are sixteen (16) schedules, and there are approximately 385 awarded contracts. To view all DCSS awarded contracts, please visit our website at [ocp.dc.gov/page/district-columbia-supply-schedule-dcss](https://ocp.dc.gov/page/district-columbia-supply-schedule-dcss), click List of Awarded Contracts under the Opportunities & Support tab.

# DC Supply Schedules

1. Advertising, Novelties, Souvenirs, Promotional and Specialty Products
2. Audit & Financial Management Services
3. Engineering and Logistics Services
4. Furniture and Furniture Management Services
5. General Office Supplies
6. Industrial Services
7. Industrial Supplies and Apparel
8. Information Technology, Equipment and Software
9. Marketing, Media and Public Information
10. Medical Supplies and Equipment
11. Mission Oriented Business Integrated Services (MOBIS)
12. Moving and Logistics Services
13. Printing and Document Management Services
14. Security Equipment, Security Services and Emergency Preparedness
15. Temporary Support Services
16. Training Services and Products

# DCSS Goals & Objectives

The goals and objectives for the DCSS are:

- To provide greater opportunities for the certified business enterprises (CBEs) to conduct business with the District.
- To provide a streamlined and cost-effective purchasing process.
- To assist District agencies in meeting their CBE goals.

# Major Criteria For Applying For DCSS

- Contractors must be certified by the Department of Small and Local Business Development as a Certified Business Enterprise (CBE).
- Contractors must adopt a federal price schedule consistent with the scope of the DCSS application. To obtain a federal supply schedule, please go to [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) and search schedules for similar services.
- Contractors must be in compliance with the laws of the District of Columbia

# How To Apply For The DC Supply Schedule

- Vendors may apply by going online to the DCSS Automated Application at: <https://ocp.dc.gov/page/district-columbia-supply-schedule-dcss>
- There you will find the sixteen (16) schedule categories.

# Questions & Answers

# CONTACT THE OCP TEAM

OCP Customer Contact Center  
(202) 724-4477

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Follow Us @DCOCP



Like Us @ DC Office of Contracting & Procurement



## OFFICE OF CONTRACTING & PROCUREMENT

# Contracting in the District And Strategies for Success

## OVERVIEW OF THE OFFICE OF CONTRACTING AND PROCUREMENT

OCP provides contracting services to 78 agencies under the Executive Branch of DC Government and has approximately 150 employees who support these agencies.

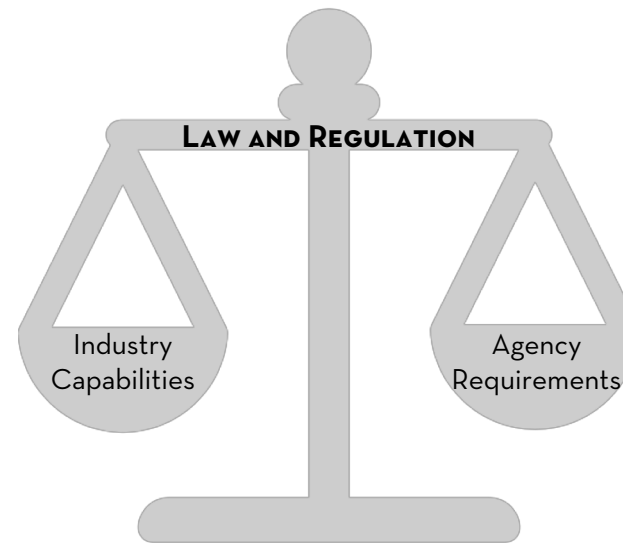
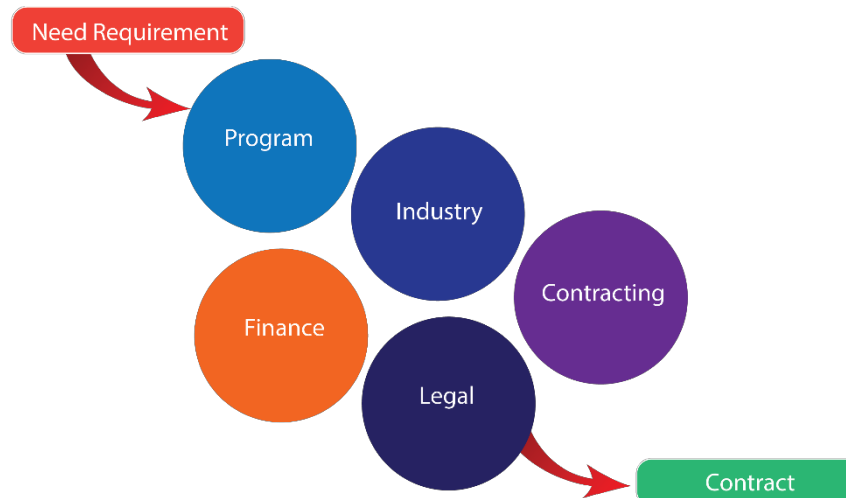
Agencies supported and not supported by OCP can be found on OCP's website: [www.ocp.dc.gov](http://www.ocp.dc.gov)

Projected Fiscal Year 2019 spending is anticipated to exceed \$5.3B.

OCP works in partnership with the District's business community facing agencies to develop and implement programs that serve Agency needs and promote economic growth

## OUR MISSION

The mission of the Office of Contracting and Procurement is to balance industry capabilities and District agency's needs to procure quality goods, services, and construction in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted within the laws and regulations of the District of Columbia.



## OCP Ombudsman

The Ombudsman provides an informal and impartial channel for contractors to communicate their complaints, assist in problem resolution and make recommendations to improve the experience of selling to the District.

Ombudsman Top Priorities	Restrictions & Contact Information
Explore the facts of a complaint, identify resolution options and offer a recommended among the options	If the parties are in legal or administrative proceedings the Ombudsman cannot become involved
Propose new or revised procedures to OCP's contracting and procurement practices and procedures	The Ombudsman cannot override a Contract Officer's decision but may suggest alternatives
Recommend the suspension or debarment of a contractor for repeated non-compliance with District laws	<b>Contact Information:</b> e-Mail: <a href="https://ocp.dc.gov/service/office-ocp-ombudsman">https://ocp.dc.gov/service/office-ocp-ombudsman</a>  Phone: (202) 724-4197

## WHAT OCP PROCURES



- Roadway Construction
- Fleet services
- Health and Human Services
- Laboratory equipment and supplies



- Managed Care
- Public Works
- Information Technology
- The DC Supply Schedule, which has 16 separate categories of services and goods

## REQUIREMENTS FOR DOING BUSINESS WITH DC GOVERNMENT

### ☐ Provide a Federal Identification Number and Dun and Bradstreet Number

- Prior to the award of a contract, vendors must provide a Federal Tax ID Number and D&B number. Additionally, DC Office of Contracting & Procurement (OCP) may request a copies of Dun and Bradstreet (D&B) reports. For more information, please visit: [Internal Revenue Service](#) and [Dun & Bradstreet](#).

### ☐ Prove Tax Compliance

- For contracts exceeding \$100,000, vendors must show proof that their taxes are current and that, if in arrears, an approved payment schedule exists. For more information, please contact the Office of Tax and Revenue (OTR) at 202-727-4829 or [otr.cfo.dc.gov](http://otr.cfo.dc.gov)

### ☐ Show Proof of Unemployment Tax Compliance

- For contracts exceeding \$100,000, vendors must show proof of current Unemployment Tax payments. For more information, please contact the [Department of Employment Services \(DOES\)](#) at 202-724-7000 or [does.dc.gov](http://does.dc.gov)

## REQUIREMENTS FOR DOING BUSINESS WITH DC GOVERNMENT

### ☐ Submit an Affirmative Action Plan

- For contracts exceeding \$25,000, vendors must submit an Affirmative Action Plan. Local vendors may qualify for the District's Small, Local, Disadvantaged Business Enterprise and Resident Business Owner Certification. Vendors who are certified receive preference points in the competitive solicitation process. OCP supports the Mayor's initiatives to enhance economic development in the District. OCP encourages all eligible District businesses to consider certification. For more information, contact the [Department of Small and Local Business Development \(DSLBD\)](#)

### ☐ Register in ARIBA eSOURCING

- Select the [Vendor Registration Process](#) to register for our electronic solicitations. Opportunities are advertised on the OCP website via [eSourcing](#). For solicitations over \$250,000, regulations require at least one notice in a newspaper of general circulation. OCP now uses an electronic solicitation system. Paper copies are no longer available at the DC Office of Contracting and Procurement. For capital construction and related architectural and engineering projects, copies are available at the Reeves Center, 2000 14th Street, NW, 3rd Floor, Washington, DC 20005.

## Hierarchy of Sourcing Decisions and The DC Procurement Code

Sourcing Purchase Decision Hierarchy	DC Procurement Code Hierarchy
Existing Agency Inventories	Title 27, District of Columbia Municipal Code (27DCM) found here <a href="https://ocp.dc.gov/external-link/27-dcmr">https://ocp.dc.gov/external-link/27-dcmr</a> enacted in 1988 and contains the rules for contracts and procurements
Excess property from the OCP Surplus Property Division	Procurement Practices Reform Act of 2010 (PARB): found here <a href="https://ocp.dc.gov/publication/procurement-practices-reform-act-2010">https://ocp.dc.gov/publication/procurement-practices-reform-act-2010</a>
Existing requirements contracts	Office of Contracting and Procurement Policies and Procedures
Existing indefinite quantity contracts (to the extent of the minimums stated in those contracts)	Other Applicable DC Regulations
Other sources including federal schedules and cooperative agreements (multi-state participants for better pricing, etc.)	Federal Laws and Regulations

## Types of Procurement Methods and Contracts

### ☐ P-Cards or “Micro-purchasing”

- Typically used for procurements up to \$2,500 for services and up to \$5,000 for goods. These purchases must not exceed \$2,500 per day for services or \$5,000 for goods or \$20,000 per month

### ☐ Small Purchases (RFQ)

- This method applies to procurements of up to \$100,000.00
- Purchases of \$10,000 or less – non-competitive
- Purchases ranging from \$10,000.01 to \$100,000.00 – at least 3 verbal quotes

### ☐ Competitive Sealed Bid (IFB)

- The required means of soliciting goods and services in excess of \$100,000.00 unless it is determined that use of competitive sealed bidding is not practicable or in the best interest of the District

### ☐ Competitive Sealed Proposals (RFPs)

- A formal solicitation required for purchases when contracting officer determines a competitive sealed bid is not practicable or advantageous to the District

## Finding the Opportunities

- ❑ **There are several resources available to identify opportunities which include:**
  - **The Green Book** which helps SBEs navigate DC government processes by providing an agency-by-agency overview of SBE spending availability, and the online platform [cbeconnect.dc.gov](https://cbeconnect.dc.gov) allows SBEs to search for opportunities in real time. Contact DSLBD at [dslbd@dc.gov](mailto:dslbd@dc.gov) for more information and a copy.
  - **OCP's Acquisition Planning Portal** containing information helpful to prospective contractors, engineers, architects and vendors about contracts that are expected to be advertised for bids by various District agencies between October 1st and September 30th of each year and found here <https://forecast.ocp.dc.gov/>
  - **OCP's Index of Opportunities Solicitation Listing** providing a view into open solicitations (Electronic and Non-Electronic) and can be found here <http://app.ocp.dc.gov/RUI/information/scf/SolNumRespond.asp>
  - **Agency web pages:** Review your target Agencies web sites to learn about what the Agency is working on to find areas where you may be able to help or where it is only logical the activity will lead to the next opportunity.

## Finding the Opportunities

### ➤ Review Awarded Contracts

- ✓ Look to see when existing contracts expire (end of the current Option Period) and begin marketing to the Contract Officer and Agency Program Staff early and often. These can be found here:  
<http://app.ocp.dc.gov/RUI/information/award/search.asp>

### ➤ Explore Waiver Requests posted by DSLBD

- ✓ Review the waiver from subcontracting requests to identify requirements thought to be unavailable from local SBEs and CBEs. When you see an opportunity contact the Contract Officer immediately and advise them of your capability and capacity to provide the need. Find the waiver list here  
<https://dslbd.dc.gov/service/agency-subcontracting-requirement-waiver-requests> *Also check old or closed waivers so you can advise the Contract Officer you can provide for the need should it be required in the future*

### ➤ Review the Prime Payment Report

- ✓ Find out who has contracts with the District and contact them to learn how you can on-board with them as their local SBE or CBE to help them reach their 35% subcontract requirements with their DC Contracts.

## Finding the Opportunities

### ➤ Find and Team With Your Competitors:

- ✓ View the DSLBD site to find CBEs that you may enter into limited joint ventures with on opportunities. Discuss how together you can leverage your individual firms strengths and weaknesses by teaming e.g. one of you bids and as appropriate subcontracts to the other. Find your competition that may become your next sub here <https://dslbd.dc.gov/service/find-certified-companies>.
- Every day review the electronic and other solicitations on the OCP Site
  - ✓ If you see something you could bid on and were not invited, connect with the contact person listed in the solicitation notice and ask to be invited to bid
- Get familiar with 27DCMR (the District's Procurement Code), to learn specifically how the Districts conducts its contracting and procurement
- If you're not being invited to bid at all (or very little), review and update the commodity codes you entered on your original DCSS application. There are sub-codes so find those sub, perhaps drilling down on the sub-codes and adding those will make your offerings more visible

## Finding the Opportunities

### ❑ Think creatively and maximize the resources available to you. A few ideas:

- Every day review the electronic and other solicitations on the OCP Site
  - ✓ If you see something you could bid on and were not invited, connect with the contact person listed in the solicitation notice and ask to be invited to bid
- Get familiar with 27DCMR (the District's Procurement Code), to learn specifically how the Districts conducts its contracting and procurement
- If you're not being invited to bid at all (or very little), review and update the commodity codes you entered on your original DCSS application. There are sub-codes so find those sub, perhaps drilling down on the sub-codes and adding those will make your offerings more visible
- Search the DSLBD CBE listing to see who you can team with on sales. There's no reason competitors cannot cooperate to win/share opportunities.
  - ✓ Use the CBE listing (and the DCSS Listing) as ready made marketing/mailling lists of firms you can team with to capture opportunity

## QUESTIONS

What did we not talk about that  
you still need information on?

# QUESTIONS AND ANSWERS